

# Introduction to Payline

## Viewing Payroll Information



**Virginia Department of Accounts**

Photo by Karl Steinbrenner

Financial Accountability. Reporting Excellence.



# Introduction To Payline

**DOA has developed a web-based system that provides participating State employees with online viewing of their earnings, benefits, and leave information.**

**Employees may access Payline using the internet at <https://payline.doa.virginia.gov>.**

**Note: WWW does not precede the web address.**



# Introduction To Payline

## Information available for viewing:

- **Current payment information at least 4 working days before the payment date.**
- **Current and year-to-date earnings including regular pay, overtime, shift pay, and special payments.**
- **Current and year-to-date deductions withheld for both employee and employer.**
- **Federal and State taxable wages as well as individual tax elections and associated withholdings.**



# Introduction To Payline

## Information available for viewing -cont:

- **Direct Deposit information and associated deposit amounts.**
- **Leave information on pay day *eliminating* the pay period lag for access to leave balances (available only for agencies using the CIPPS leave system).**
- **Historical payment and leave information on the system for a rolling 24 month period.**
- **W-2 information for 5 years.**

# Introduction To Payline

## Security Features

- Information NOT ‘available on the internet’ – Data is stored on a secured, encrypted database.
- Safer than paper for avoiding identity theft.
- Application Security – requires a User ID (Employee ID, Personal ID or SSN) and password for system access. Individuals will be required to keep this information confidential to provide the utmost security to their individual records.

# Introduction To Payline

## Security Features – cont.

- **Secure Socket Layer – SSL** – uses a 128 bit encryption routine to protect the data as it travels back and forth over the Internet.
- **Elliptic Curve Cryptograph – ECC-** is a *server-based program* that protects sensitive data and prevents unauthorized access to the server.

# Introduction To Payline

## System Requirements

- **Browser must be enabled for Java Script.**
- **Browser must be enabled for Cookies**
- **Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).**
- **Connection speed of 56k modem (or higher) is highly recommended.**

# Introduction To Payline

## Security Requirements – cont.

- If connecting to the site from behind a firewall or proxy server it must allow SSL (port 443) communication.
- Internet Explorer or Netscape browsers, version 4.0 or higher.
- Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.





# Introduction To Payline

## Screen Setup

- **DOA Logo at top of each screen.**
- **Navigational Buttons on left side of screen.**
- **Help features throughout Payline:**
  - **Help button on left hand side describes functions of the screen.**
  - **Underscored text activates pop up boxes with additional information. (Pop-Up blocker must be disabled for this application.)**

# Introduction To Payline

## First-time Logon

- **Enter User ID (employee's assigned Employee ID in the first box or SSN in the second box).**
- **Enter the previously provided temporary Password.**
- **Click on the Log On button.**



# Introduction To Payline

## First-time Logon - cont.

Login - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Address <http://cf2/QA/payline/login.cfm> Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Login Contact Us | Search DOA Entire Site CAPP Only GO

Log On  
Forgot Password / New Account  
Contact Us  
Security  
FAQ's  
Help

Welcome to Payline.

Your source for personal earnings, benefits and leave information.

Please enter either your Employee Number, SSN or Payline Personal ID and your password:

Employee Number:  OR Personal ID or SSN:

Password:

If you are a first time user or have forgotten your password click the forgot password/new account button.

Unused temporary Payline passwords are deleted 90 days after issuance.  
Permanent passwords will be deleted if Payline is not accessed within 180 days.

You can use Payline if your agency processes payroll using CIPPS.  
If you are not sure, contact your agency payroll department.

Local intranet

# Introduction To Payline

## First-time Logon - cont.

- Upon entering Payline the personal information screen prompts for:
  - **\*Email Address 1** – usually your work email address
  - **\*Email Address 2** – usually your home email address
  - \*NOTE: New temporary passwords may be emailed within minutes only if a valid email address is stored.***
  - **Password** – enter a new personalized password
  - **Verify Password** – enter the new password again
  - **Hint** – enter a HINT to help you remember your new pin, then click on the 'Submit' button.



# Introduction To Payline

## First-time Logon - cont.

Forgot Password - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Address Bar

Address <http://cf2/qa/Payline/Login2.cfm> Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Forgot Password Contact Us | Search DOA Entire Site CAPP Only GO

Log On Help

Payline - Forgot Password/New Account

Please enter new personal information. Enter a new password twice for verification.

Email Address 1:

Email Address 2:

Password:

Verify Password:

Hint:

Submit

\*\*\* New Password must be different from assigned temporary password. \*\*\*

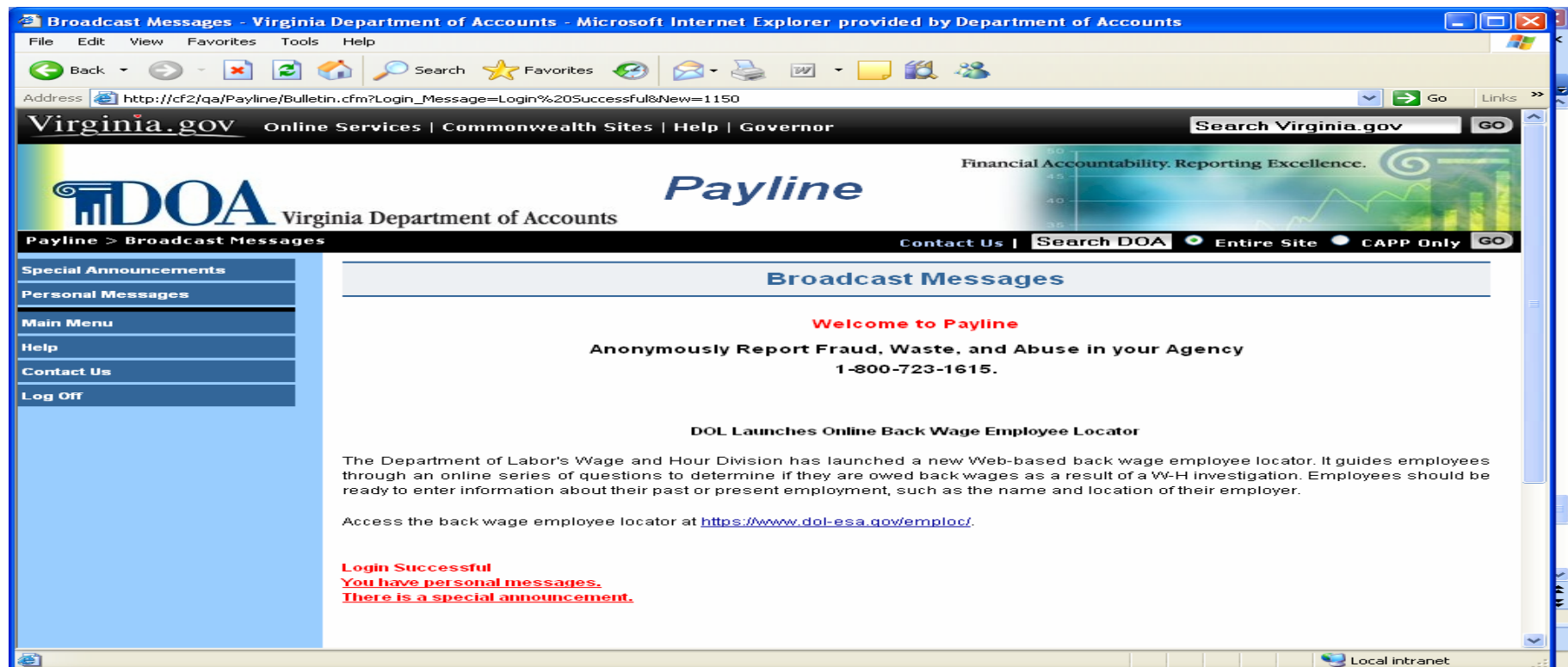
Local intranet



# Introduction To Payline

## First-time Logon - cont.

After clicking on Submit the Broadcast Messages screen is displayed



# Introduction To Payline

## Forgotten Password

- If the correct User ID (Employee ID, Personal ID or SSN) and an incorrect password is entered the message “Invalid Password (# violations) is displayed.
  - **NOTE: # represents the number of invalid log on attempts that day. A maximum of 5 are permitted before the account is locked. These violations will be reset to zero overnight.**



# Introduction To Payline

## Forgotten Password – cont.

Login - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window

Address http://cf2/qa/Payline/Login.cfm?Message=Invalid%20Password%20(1%20Violations) Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Login Contact Us | Search DOA Entire Site CAPP Only GO

Log On  
Forgot Password / New Account  
Contact Us  
Security  
FAQ's  
Help

Welcome to Payline.

Your source for personal earnings, benefits and leave information.

Please enter either your Employee Number, SSN or Payline Personal ID and your password:

Employee Number:  OR Personal ID or SSN:

Password:

**Invalid Password (1 Violations)**

*If you are a first time user or have forgotten your password click the forgot password/new account button.*

*Unused temporary Payline passwords are deleted 90 days after issuance.  
Permanent passwords will be deleted if Payline is not accessed within 180 days.*

*You can use Payline if your agency processes payroll using CIPPS.  
If you are not sure, contact your agency payroll department.*

Done Local intranet





# Introduction To Payline

## Forgotten Password – cont.

- **Verify the User ID entered.**
- **Clear the Password and re-enter the information again.**
- **If the “Invalid Password” is displayed again, you can enter a User ID and click on Forgot Password/New Account.**



# Introduction To Payline

## Forgotten Password - cont.

Login - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address [http://cf2/qa/Payline/Login.cfm?Message=Invalid%20Password%20\(1%20Violations\)](http://cf2/qa/Payline/Login.cfm?Message=Invalid%20Password%20(1%20Violations)) Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Login Contact Us | Search DOA Entire Site CAPP Only GO

Log On  
Forgot Password / New Account  
Contact Us  
Security  
FAQ's  
Help

Welcome to Payline.

Your source for personal earnings, benefits and leave information.

Please enter either your Employee Number, SSN or Payline Personal ID and your password:

Employee Number:  OR Personal ID or SSN:

Password:

Invalid Password (1 Violations)

If you are a first time user or have forgotten your password click the forgot password/new account button.

Unused temporary Payline passwords are deleted 90 days after issuance.  
Permanent passwords will be deleted if Payline is not accessed within 180 days.

You can use Payline if your agency processes payroll using CIPPS.  
If you are not sure, contact your agency payroll department.

Local intranet





# Introduction To Payline

## Forgotten Password – cont.

- **If the HINT helps you remember your password, then:**
  - **click on the Log On button,**
  - **return to the Welcome to Payline screen,**
  - **log in with your User Id (either Employee Id, Personal ID or SSN) and the correct password.**



# Introduction To Payline

## **Forgotten Password – cont.**

**If after reviewing your HINT you still do not remember your password you may:**

- **Request a new temporary password to be emailed to your previously stored email (it must match the one in your permanent record),**
- **Request a new temporary password be printed on the next available pay stub or**
- **Request the temporary password to be sent to your agency payroll officer's email for subsequent distribution to you. (If this option is available, the payroll officer's email address will be shown.)**

**NOTE: Options may vary.**



# Introduction To Payline

## Forgotten Password – cont.

**If an email option is selected an email message like this will be sent/forwarded:**

\*\*\* THIS RESPONSE IS BEING SENT AUTOMATICALLY. PLEASE DO NOT REPLY TO THIS EMAIL \*\*\*

A confidential temporary Payline password for Demo User (Employee Number is 123456789) of agency 00000 was requested and provided in this email.

Please forward this message to the requestor.

Temporary password is: P4V3N5E8

The Employee Number of the requestor has been provided to aid in identifying the employee.

# Introduction To Payline

## Forgotten Password – cont.

### **Please note that:**

- **If direct deposit notices are no longer printed, and there is no stored personal email address, then the only option provided will be to send the notice to the agency payroll officer.**
- **Click on the option to “send new password to my agency payroll officer”. (The payroll officer’s email address will be shown.)**

# Introduction To Payline

## Broadcast Messages

- **The Broadcast Messages page welcomes Payline users to the Commonwealth of Virginia's employee self-service website, and invites users to view personal payroll, benefit and leave information.**
- **It is used to communicate messages both globally and individually to the user population. In the center of the page a global message intended for all Payline users is displayed.**



# Introduction To Payline

## Broadcast Messages – cont.

- **Additionally, in the bottom left hand corner, informational messages may appear which provide feedback to the user regarding actions which have been taken (e.g., Login Successful), or actions which should be taken (e.g., You have personal messages).**



# Introduction To Payline

## Broadcast Messages – cont.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Virginia Department of Accounts Payline website. The browser's address bar shows the URL: [http://cf2/qa/Payline/Bulletin.cfm?Login\\_Message=Login%20Successful&New=1512](http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1512). The website header includes the Virginia.gov logo, navigation links for Online Services, Commonwealth Sites, Help, and Governor, and a search bar. The main content area features the DOA logo and the word "Payline". A sidebar on the left contains links for Special Announcements, Personal Messages, Main Menu, Help, Contact Us, and Log Off. The main content area displays a "Broadcast Messages" section with a welcome message and a link to report fraud, waste, and abuse. Below this, there is a section titled "DOL Launches Online Back Wage Employee Locator" with a brief description and a link to the locator. At the bottom, a red message indicates a successful login and the presence of personal messages and a special announcement.

Broadcast Messages - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [http://cf2/qa/Payline/Bulletin.cfm?Login\\_Message=Login%20Successful&New=1512](http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1512) Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Broadcast Messages Contact Us | Search DOA Entire Site CAPP Only GO

Special Announcements  
Personal Messages  
Main Menu  
Help  
Contact Us  
Log Off

**Broadcast Messages**

**Welcome to Payline**

**Anonymous Report Fraud, Waste, and Abuse in your Agency**  
1-800-723-1615.

**DOL Launches Online Back Wage Employee Locator**

The Department of Labor's Wage and Hour Division has launched a new Web-based back wage employee locator. It guides employees through an online series of questions to determine if they are owed back wages as a result of a W-H investigation. Employees should be ready to enter information about their past or present employment, such as the name and location of their employer.

Access the back wage employee locator at <https://www.dol-esa.gov/emploc/>.

**Login Successful**  
**You have personal messages.**  
**There is a special announcement.**

Local intranet

# Introduction To Payline

## Special Announcements

- The Special Announcements page is used to communicate longer global messages to the Payline user population.
- These announcements (e.g., letter from the Governor granting additional paid holidays at Christmas), will be displayed in the center of the page.
- To view the announcements click on the “Special Announcement” button or the underscored notice “There is a Special Announcement.”
- If no Special Announcements exist, neither will be presented.



# Introduction To Payline

## Special Announcements – cont.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Payline website. The address bar shows the URL: [http://cf2/qa/Payline/Bulletin.cfm?Login\\_Message=Login%20Successful&New=1512](http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1512). The website header includes the Virginia.gov logo and navigation links. The main content area is titled "Payline" and "Broadcast Messages". A sidebar on the left contains links for "Special Announcements", "Personal Messages", "Main Menu", "Help", "Contact Us", and "Log Off". The main content area displays a "Welcome to Payline" message, a link to "Anonymously Report Fraud, Waste, and Abuse in your Agency", and a section titled "DOL Launches Online Back Wage Employee Locator". A red message at the bottom states: "Login Successful. You have personal messages. There is a special announcement." Two purple arrows point to the "Broadcast Messages" header and the red login message.

Broadcast Messages - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address [http://cf2/qa/Payline/Bulletin.cfm?Login\\_Message=Login%20Successful&New=1512](http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1512) Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Broadcast Messages Contact Us | Search DOA Entire Site CAPP Only GO

Special Announcements  
Personal Messages  
Main Menu  
Help  
Contact Us  
Log Off

**Broadcast Messages**

**Welcome to Payline**

**Anonymously Report Fraud, Waste, and Abuse in your Agency**  
1-800-723-1615.

**DOL Launches Online Back Wage Employee Locator**

The Department of Labor's Wage and Hour Division has launched a new Web-based back wage employee locator. It guides employees through an online series of questions to determine if they are owed back wages as a result of a VW-H investigation. Employees should be ready to enter information about their past or present employment, such as the name and location of their employer.

Access the back wage employee locator at <https://www.dol-esa.gov/employ/>.

**Login Successful**  
**You have personal messages.**  
**There is a special announcement.**

Local intranet

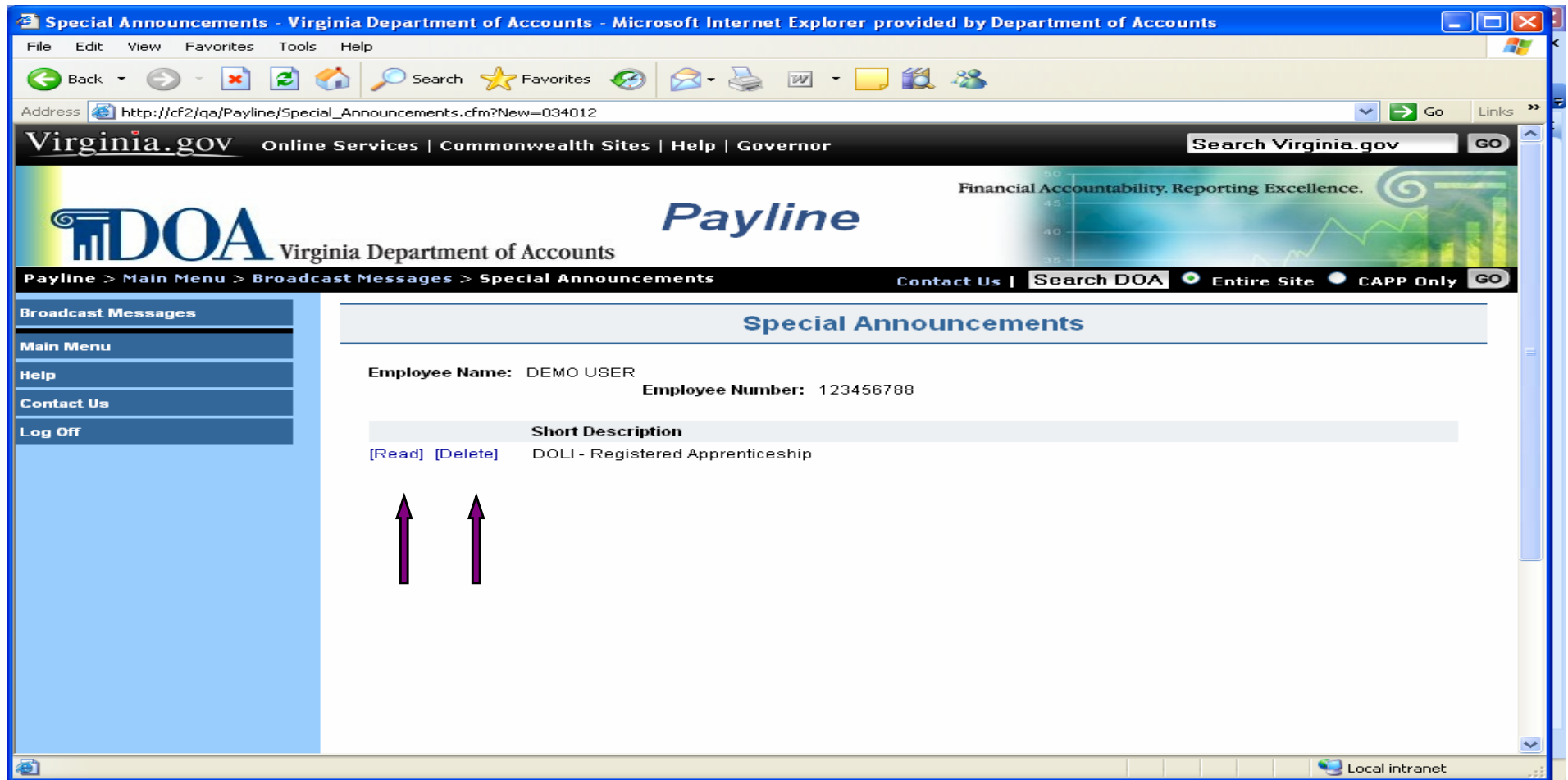
# Introduction To Payline

## **Special Announcements– cont.**

- **To view the text of the special announcements click on the ‘Read’ prompt to the left of the message. Once read, remove the message by clicking on the ‘Delete’ prompt.**
- **Any announcement not read or deleted within 30 days will be automatically deleted.**

# Introduction To Payline

## Special Announcements – cont.



The screenshot shows a web browser window displaying the 'Special Announcements' page of the Virginia Department of Accounts' Payline system. The browser's address bar shows the URL: `http://cf2/qa/Payline/Special_Announcements.cfm?New=034012`. The page header includes the Virginia.gov logo and navigation links. The main content area displays the 'Special Announcements' title and user information: 'Employee Name: DEMO USER' and 'Employee Number: 123456788'. Below this, a table lists announcements with a 'Short Description' column. The first entry is 'DOLI - Registered Apprenticeship'. Two purple arrows point to the '[Read]' and '[Delete]' links associated with this entry.

Special Announcements - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Address `http://cf2/qa/Payline/Special_Announcements.cfm?New=034012` Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

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DOA Virginia Department of Accounts Payline

Payline > Main Menu > Broadcast Messages > Special Announcements Contact Us | Search DOA Entire Site CAPP Only GO

Broadcast Messages

Main Menu

Help

Contact Us

Log Off

Special Announcements

Employee Name: DEMO USER Employee Number: 123456788

Short Description	
[Read] [Delete]	DOLI - Registered Apprenticeship



# Introduction To Payline

## Personal Messages

- **The Personal Message page communicates messages intended solely for the individual Payline user logged on.**
- **To view the Personal Messages click on the Personal Message button on the left of the screen or the underscored notice “You have Personal Messages.”**
- **These messages will be displayed in the center of the page showing Employee Name and Number, Date of the message, and Message Content.**



# Introduction To Payline

## Personal Messages – cont.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Payline website. The address bar shows the URL: [http://cf2/qa/Payline/Bulletin.cfm?Login\\_Message=Login%20Successful&New=1158](http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1158). The website header includes the Virginia.gov logo, navigation links (Online Services, Commonwealth Sites, Help, Governor), and a search bar. The main content area features the DOA logo and the word "Payline". A sidebar on the left contains a menu with links: Special Announcements, Personal Messages, Main Menu, Help, Contact Us, and Log Off. The main content area displays a "Broadcast Messages" section with a welcome message and a link to report fraud. Below this, there is a section titled "DOL Launches Online Back Wage Employee Locator" with a brief description and a link to the locator. At the bottom, a red message states: "Login Successful. You have personal messages. There is a special announcement." Two purple arrows point to the "Personal Messages" link in the sidebar and the red login message.

Broadcast Messages - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address [http://cf2/qa/Payline/Bulletin.cfm?Login\\_Message=Login%20Successful&New=1158](http://cf2/qa/Payline/Bulletin.cfm?Login_Message=Login%20Successful&New=1158) Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts

Payline

Financial Accountability. Reporting Excellence.

Payline > Broadcast Messages Contact Us | Search DOA Entire Site CAPP Only GO

Special Announcements

Personal Messages

Main Menu

Help

Contact Us

Log Off

Broadcast Messages

Welcome to Payline

Anonymous Report Fraud, Waste, and Abuse in your Agency

1-800-723-1615.

DOL Launches Online Back Wage Employee Locator

The Department of Labor's Wage and Hour Division has launched a new Web-based back wage employee locator. It guides employees through an online series of questions to determine if they are owed back wages as a result of a W-H investigation. Employees should be ready to enter information about their past or present employment, such as the name and location of their employer.

Access the back wage employee locator at <https://www.dol-esa.gov/employ/>.

Login Successful

You have personal messages.

There is a special announcement.

<http://www.virginia.gov/> Local intranet



# Introduction To Payline

## Personal Messages – cont.

- Payline users may remove a message by clicking on the 'delete' prompt shown to the left of the date.
- An informational message will be displayed stating the message has been deleted.
- Any message not deleted by the user will automatically be deleted within thirty days.



# Introduction To Payline

## Personal Messages – cont.

Personal Messages - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address [http://cf2/qa/Payline/Personal\\_Messages.cfm?New=112759](http://cf2/qa/Payline/Personal_Messages.cfm?New=112759) Go Links

Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

DOA Virginia Department of Accounts Payline Financial Accountability. Reporting Excellence.

Payline > Main Menu > Broadcast Messages > Personal Messages Contact Us | Search DOA Entire Site CAPP Only GO

**Broadcast Messages**

- Main Menu
- Help
- Contact Us
- Log Off

**Personal Messages**

Employee Name: DEMO USER Employee Number: 123456788

	Date	Message
[Delete]	04/13/2006	This is a test message

↑

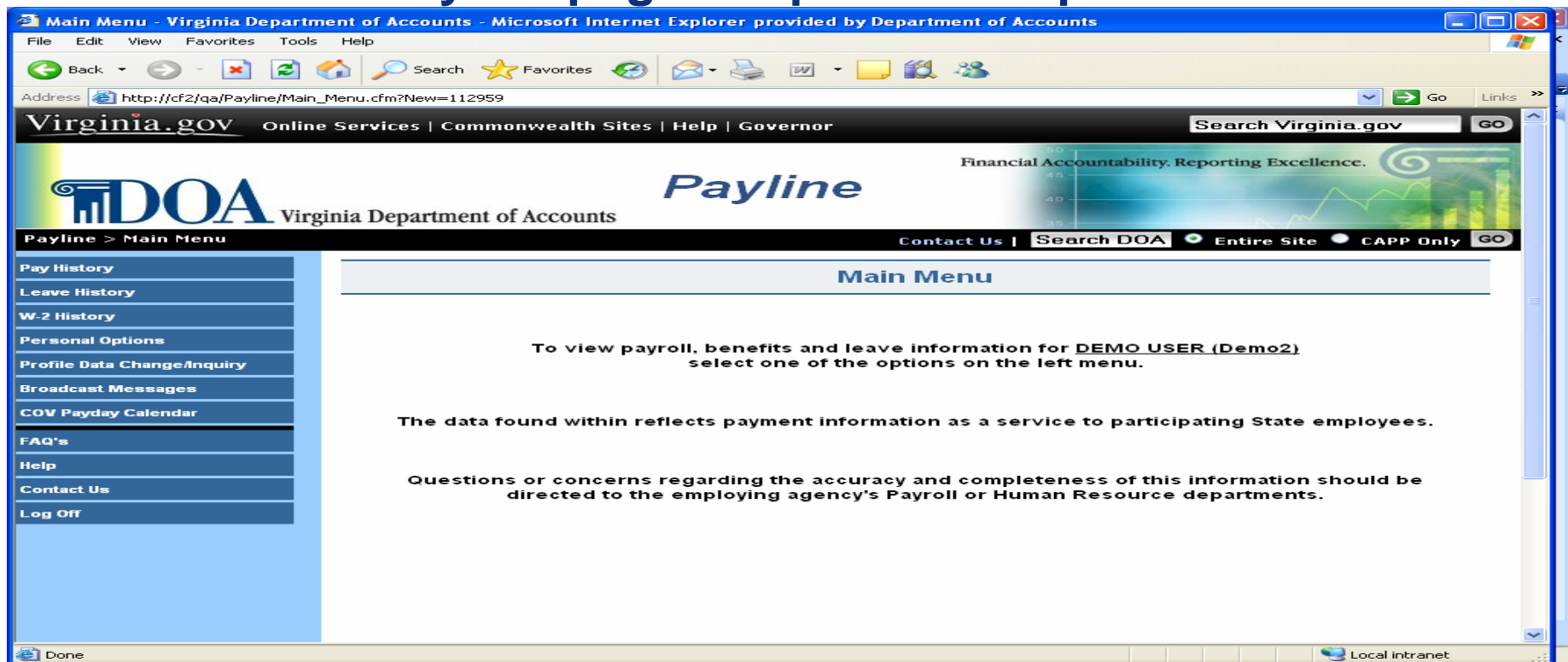
Done Local intranet



# Introduction To Payline

## Main Menu

The Main Menu is the central navigation page for Payline. Navigation buttons located in the left-hand margin of the page link to other Payline pages or perform requested functions.



# Introduction To Payline

## Main Menu – cont.

- **Pay History** – links the employee to a listing of payment information showing:
  - **A detailed breakout of earnings**
  - **Deductions**
  - **Agency paid benefits**
  - **Personal information**
  - **A link to view and print a facsimile of the earnings notice.**

# Introduction To Payline

## Main Menu – cont.

- **Leave History** – links the employee to the Leave history screen and further leave detail information. This is covered in the Introduction To Payline – Viewing Leave Information presentation.
- **W2 History** – links the employee to a list of W2 information which can be selected and printed.

# Introduction To Payline

## Main Menu – cont.

- **Personal Options** – Links the employee to a page containing their personal data, where changes can be made to:
  - *Password*
  - *HINT*
  - *E-Mail Addresses*
  - *Paperless Payroll election or*
  - *Establish a Personal ID (One other than your Employee ID or SSN).*

**NOTE:** Paperless payroll allows convenient, secure, and repeat access to pay information as well as saving the State money by eliminating the centrally printed earnings notices.

# Introduction To Payline

## Main Menu – cont.

- **Profile Data Change/Inquiry – Displays current demographic information and provides ability to send an email notifying the HR and Payroll departments of a change in one or all of the following fields:**
  - First Name
  - Middle Name
  - Last Name
  - PO Box/Apt/Suite
  - Street Address
  - City, State and ZIP
  - Home and/or Business Phone numbers

**cont.**

# Introduction To Payline

## Main Menu – cont.

- To make changes to your Federal or State tax elections the appropriate forms must be completed and kept by your agency.
- Links are provided to the appropriate forms which can be downloaded and given to your agency HR and Payroll departments.
- Comments Box – Allows employees to add information to the change notification.

**NOTE:** Some agencies have elected to be exempt from this notification process due to the volume of previous notifications.



# Introduction To Payline

## Main Menu – cont.

- **Broadcasts Messages** – Clicking on this button links the employee to the Broadcast Messages page previously discussed.
- **COV Payday Calendar** – This links you to the state holiday and pay calendar. All pay dates and holidays are noted.
- **FAQ's** – This links you to some frequently asked questions concerning Payline, ie., How to become a Payline User, How to receive Passwords, How long is Pay and Leave history retained online.

# Introduction To Payline

## Main Menu – cont.

- **Help** – This offers a brief overview of the buttons (on the left side of the screen) available on each Payline page.
- **Contact Us** – This will link you to a page where you can contact DOA regarding:
  - Problems they are incurring with the site
  - Suggested enhancements
  - Compliments, etc.
- **Log Off** – Clicking on this button will return the user to the Log On page and sign the user out of Payline.

***NOTE: Always be sure to leave Payline using this button to ensure the log out process is complete.***

# Introduction To Payline

## Pay History

- This screen provides a listing of payments showing the payment date, agency name and pay period date. (The complete history listing can be viewed by using the scroll bar.) A rolling 24 months of payments are stored.
- The payment indicator denotes the type of payment shown. This can be:
  - Blank – regular pay made in the form of a check or direct deposit
  - VC – reversal or voiding of a previous regular pay
  - NP – payments made outside of the payroll system (i.e., Petty cash payment.)



# Introduction To Payline

## View Pay Stub

To view or print a facsimile of the pay stub, click on “View Pay Stub”.

Pay History - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

Address: [http://cf2/qa/Payline/Pay\\_History.cfm?New=101440](http://cf2/qa/Payline/Pay_History.cfm?New=101440)

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

Search Virginia.gov

DOA Virginia Department of Accounts Payline

Payline > Main Menu > Pay History

Contact Us | Search DOA | Entire Site | CAPP Only

Pay History Detail Inquiry

Main Menu

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Log Off

Pay History

Employee Name: DEMO USER Employee Number: 123456788

Click on Payment Date for detail pay information.  
(Payments are displayed in the order in which they are calculated in the payroll system.)

	Payment Date	Agency	Pay Period	Payment Indicator
<a href="#">View Pay Stub</a>	04/14/2006	Demo Agency	03/25/2006 - 04/09/2006	

# Introduction To Payline

## View Pay Stub – cont.

# Introduction To Payline

## View Pay Stub – cont.

- **Financial Institutions should accept a printed pay stub from Payline as it contains both:**
  - **The statement “Official Pay Record” and**
  - **The State Seal of Virginia (Permission to use the State Seal has been granted by the Secretary of the Commonwealth)**

# Introduction To Payline

## Pay History Detail Inquiry

- **The Pay History Detail Inquiry page provides the ability to query the database and produce a printable report about:**
  - **Pay types**
  - **Deductions (employee and employer paid)**
  - **Healthcare/Retirement plans**
  - **Federal/State Tax Elections**
  - **Direct Deposit**
  - **Other information**



# Introduction To Payline

## Pay History Detail Inquiry – cont.

Pay History Detail Inquiry - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Address Bar

Address: http://cf2/qa/Payline/Pay\_History\_Detail\_Select.cfm?New=025753

Payline > Main Menu > Pay History > Pay History Detail Inquiry

Contact Us | Search DOA | Entire Site | CAPP Only | GO

**Pay History Detail Inquiry**

**Employee Name:** DEMO USER **Employee Number:** 123456788

**Detail Type:**

Select All ☐ Yes ☒ No

Earnings	<input type="radio"/> Yes <input checked="" type="radio"/> No	Current Pay	<input type="radio"/> Yes <input checked="" type="radio"/> No
Net Pay	<input type="radio"/> Yes <input checked="" type="radio"/> No	Employee Paid Deductions	<input type="radio"/> Yes <input checked="" type="radio"/> No
Employer Paid Deductions	<input type="radio"/> Yes <input checked="" type="radio"/> No	Direct Deposit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Federal Tax Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No	State Tax Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No
Local Tax Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No	Health Care Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No
Retirement Elections	<input type="radio"/> Yes <input checked="" type="radio"/> No	Fed/St Taxable Wages	<input type="radio"/> Yes <input checked="" type="radio"/> No
FICA Taxable Wages	<input type="radio"/> Yes <input checked="" type="radio"/> No		

**Check Date Range:**

From  To

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# Introduction To Payline

## **Pay History Detail Inquiry – cont.**

- **Click on the radio buttons corresponding to the type of desired information and enter the specified beginning and ending check dates for the inquiry.**
- **Selection of one or more specific radio buttons can limit the information displayed.**
- **After clicking on the desired buttons and completing the check date range, click on 'Submit Request' and the results will be displayed.**


















# Introduction To Payline

## Pay History Detail Inquiry – cont.

Pay History Detail - DEMO USER (EE# - 123456789) - Virginia Department of Accounts - Microsoft Internet Explorer provided by De

File Edit View Favorites Tools Help

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Address  https://secure.doa.virginia.gov/payline/Pay\_History\_Detail.cfm?Fresh=103536  Go  Links >>

<< Return to Pay History Detail Inquiry [Download XLS](#) [Download CSV](#) [Download TXT](#)

Pay History Detail

Employee Name: DEMO USER Employee Number: 123456789 SSN: \*\*\*-\*\*-6789 Selection Dates: 01/01/2006 - 03/01/2008

Check Date	Pay Period	Total Earnings	Current Pay		Net Pay	Employee Paid Deductions		Employer Paid Deductions		Direct Deposit			
			Pay Type	Hours		Amount	Deduction	Amount	Deduction	Amount	Amount	Deposit Bank	Accto
04/14/2006	03/25/2006 - 04/09/2006	2,927.33	Regular Pay	86.67	2,927.33	2,092.43	Pretax Hlth Care	49.50	Retiree Hlth Cred	31.32	2,092.43	589521586	000000
							Pretax DGS Parking	21.00	Retirement	314.40			
							Deferred Comp	40.00	Group Life Ins	33.08			
							Federal Inc Tax	366.12	Agy Pd Healthcare	337.50			
							HI Tax	41.42	Longtrm Disability	52.11			
							OASDI	177.12	Def Comp \$ Match	20.00			
							State Inc Tax	139.74	OASDI	177.12			

Done Internet

# Introduction To Payline

## **Pay History Detail Inquiry – cont.**

- **The information displayed (based on your date range) is downloadable in three formats for your convenience:**
  - **XLS – Excel Spreadsheets**
  - **CSV – Comma Delimited Text file**
  - **TXT – Flat Text file**

# Introduction To Payline

## **Pay History Detail Inquiry – cont.**

- **By clicking the ‘Select All’ radio button, all listed information will be displayed. You will need to use the scroll bar at the bottom of the page to view all the results.**
- **If the results do not display the information the you are looking for then you may need to enter a new range of dates and submit the inquiry again.**

# Introduction To Payline

## Pay History Detail Inquiry – cont.

- **Printing:** If the 'Select All' option is chosen or if numerous radio buttons are selected, then print will flow over numerous pages. Limiting your selections will allow for printing the requested information.

# Introduction To Payline

## Payment Information

- **Click on the Payment Date (not View Pay Stub).**
- **This will display:**
  - Detailed breakout of earnings
  - Deductions
  - Net Pay
  - Summary of agency paid contributions
  - Taxes
- **Descriptions of earnings and /or taxes can be accessed by clicking on the underscored words.**
- **Navigation to additional payment information is accessed through link buttons on the left.**



# Introduction To Payline

## Payment Information – cont.

Payment Information - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

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**DOA** Virginia Department of Accounts **Payline**

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**Agency Paid Contributions Detail**  
Presentation of Taxable Wages  
Direct Deposit / Additional Profile  
Pay History  
Reported Leave Balances

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### Payment Information

**EE Name:** DEMO USER **EE Number:** 123456788 **Agency:** Demo Agency  
**Payment Date:** 04/14/2006 **Pay Period:** 03/25/2006 - 04/09/2006 **Net Pay:** 2,092.43

*Click on Earnings or Deduction Type for detail information*

Earnings				
Type	Current Hours	Current Amount	YTD Hours	YTD Amount
<a href="#">Regular Pay</a>	86.67	2,927.33	1733.40	58,546.60
<b>Total Earnings</b>		<b>2,927.33</b>		<b>58,546.60</b>

Agency Paid Contributions		
	Current	YTD
<b>Total Agency Paid Contributions</b>	<b>965.53</b>	<b>18,091.98</b>

Employee Paid Payroll Deductions		
	Current	YTD
<a href="#">Pretax Hlth Care</a>	49.50	936.00
<a href="#">Pretax DGS Parking</a>	21.00	399.00
<a href="#">Deferred Comp</a>	40.00	800.00
<a href="#">Federal Inc Tax</a>	366.12	7,341.16
<a href="#">HI Tax</a>	41.42	830.90
<a href="#">OASDI</a>	177.12	3,552.82
<a href="#">State Inc Tax</a>	139.74	2,799.04
<b>Total Deductions</b>	<b>834.90</b>	<b>16,658.92</b>

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# Introduction To Payline

## Agency Paid Contributions Detail

- **The Agency Paid Contributions Detail page displays a detailed presentation of the current and year-to-date agency paid contributions to benefits and taxes for the payment date selected.**





# Introduction To Payline

## Agency Paid Contributions Detail – cont.

Agency Paid Contributions - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

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Address [http://cf2/qa/Payline/Agency\\_Contributions.cfm?New=031338](http://cf2/qa/Payline/Agency_Contributions.cfm?New=031338) Go Links

**DOA** Virginia Department of Accounts **Payline**

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### Agency Paid Contributions Detail

**EE Name:** DEMO USER **EE Number:** 123456788 **Agency:** Demo Agency

**Payment Date:** 04/14/2006 **Pay Period:** 03/25/2006 - 04/09/2006

*Click on Contribution Type for detail information*

Type	Current Amount	YTD Amount
<a href="#">Retiree Hlth Cred</a>	31.32	615.84
<a href="#">Retirement</a>	314.40	5,645.16
<a href="#">Group Life Ins</a>	33.08	545.68
<a href="#">Agy Pd Healthcare</a>	337.50	6,336.00
<a href="#">Longtrm Disability</a>	52.11	996.48
<a href="#">Def Comp \$ Match</a>	20.00	400.00
<a href="#">OASDI</a>	177.12	3,552.82
<b>Total Agency Paid Contributions</b>	<b>965.53</b>	<b>18,091.98</b>

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# Introduction To Payline

## Presentation of Taxable Wages

- The displays how the federal, state and FICA taxable wages were calculated based on a standard non-exempt employee profile.
- The year-to-date values shown are as of the time the payment was calculated.
- Total Earnings are reduced by those non-taxable earnings and pre-tax deductions to which some taxes are not applied.



# Introduction To Payline

## Presentation of Taxable Wages – cont.

Microsoft Internet Explorer provided by Department of Accounts

Address: [https://secure.doa.virginia.gov/payline/Taxable\\_Wages.cfm?New=110119](https://secure.doa.virginia.gov/payline/Taxable_Wages.cfm?New=110119)

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Payline

Payline > Main Menu > Pay History > Payment Information > Taxable Wages

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### Presentation of Taxable Wages

EE Name: DEMO USER EE Number: 123456789 Agency: Demo Agency  
Payment Date: 04/14/2006 Pay Period: 03/25/2006 - 04/09/2006

*This presentation is based on your actual YTD amounts and a "standard" employee profile of non-exempt for federal, social security and state wages.*

*Click on Earnings Type for detail information*

Federal/State Wages			FICA Wages		
	Current	Year to Date		Current	Year to Date
Total Earnings	2,927.33	58,546.60	Total Earnings	2,927.33	58,546.60
Less:			Less:		
Pretax Hlth Care	49.50	936.00	Pretax Hlth Care	49.50	936.00
Pretax DGS Parking	21.00	399.00	Pretax DGS Parking	21.00	399.00
Deferred Comp	40.00	800.00			

# Introduction To Payline

## Direct Deposit Detail and Add'l Profile Data

- **This page displays additional personal information related to the payment selected from the Pay History page.**
  - **Direct Deposit Bank Information** – the amount, the deposit bank (ABA routing #) and account number where the deposit has been made.
  - **Health Care and Retirement Elections** – the name of the provider and the membership type elected by the employee for their healthcare and the retirement plan the employee is enrolled in.
  - **Employee Tax Elections** – the employee's federal, state and local tax withholding elections submitted on the Forms W4 and VA4.



# Introduction To Payline

## Direct Deposit Detail and Add'l Profile Data – cont.

Direct Deposit/Add'l Profile - Virginia Department of Accounts - Microsoft Internet Explorer provided by Department of Accounts

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Address http://cf2/qa/Payline/Direct\_Deposit.cfm?New=033508 Go Links

**DOA** Virginia Department of Accounts **Payline**

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### Direct Deposit Detail and Additional Profile Data

**EE Name:** DEMO USER **EE Number:** 123456788 **Agency:** Demo Agency  
**Payment Date:** 04/14/2006 **Pay Period:** 03/25/2006 - 04/09/2006

Direct Deposit Bank Information			
Current Amount	YTD Amount	Deposit Bank	Account No
2,092.43	41,887.68	589521586	*****4567

Health Care and Retirement Elections	
Health Care:	Retirement:
CovaCare Basic	Virginia Retirement Plan (VRS)
Dual (Employee plus One)	

Employee Tax Elections	
<b>Federal Tax Status</b>	Single
<b>Federal Tax Allowance</b>	00000
<b>Federal Tax Add Amt.</b>	0.00
<b>State Tax Status</b>	Single
<b>State Tax Allowance</b>	00000
<b>State Tax Add. Amt.</b>	0.00
<b>Local Tax Allowance</b>	00000
<b>Local Tax Add. Amt.</b>	0.00

Done Local intranet

# Introduction To Payline

**This concludes the Viewing Payroll Information module.**

**Be sure to review the Introduction to Payline: Viewing Leave Information module for the navigation process to view leave information for those agencies that use the CIPPS Leave Accounting System.**